

Town of Beaverlodge Community Enhancement Committee

Committee Terms of Reference

Type of Committee	Standing Committee
Purpose	
Establishment	Council formally establishes the Community Enhancement Committee (CEC) upon approval of the Committee Terms of Reference.
Authority	The CEC has an advisory role providing information/ recommendations to Council
Composition	Members shall be appointed by Council and include: Three (3) Town of Beaverlodge Council Representatives, one of whom will be appointed Chair by Council. Four (4) Members-At-Large, The Town of Beaverlodge Chief Administrative Officer (or designate)
Term	The term for all members at large is three (3) years.
Time Commitment	It is expected that Committee members volunteer approximately twenty (20) hours in addition to the formal meetings in support of CEC initiatives
Attendance	Any Committee member not in attendance for three (3) consecutive meetings or three (3) meetings in a twelve (12) month period may have their appointment rescinded by Council.
Voting	There are five (5) voting members including the two (2) Town of Beaverlodge Council Representatives and three (3) Members-At-Large
Quorum	Quorum will be established by 50% +1 of eligible voting committee members
Sub-Committees	The CEC may establish sub committees to facilitate more effort on areas of focus including Recreation, Beautification, Events etc... Each sub-committee shall be chaired by a member of council have a minimum of two (2) members of the public. Sub -committees shall report and make recommendations to the CEC
Duties	<ul style="list-style-type: none"> • Collaborating with the Committee of the Whole Town Economic Development Committee, Service Clubs and Volunteer Organizations on initiatives that have synergies • Collaborating with Regional municipalities and associations • Recommending potential Committee members to Council • Reporting to Council quarterly on CEC meetings, initiatives, and their progress • Making recommendations to Council for changes to Town of Beaverlodge Policies and/or By-Laws
Policies	Committee members are to review/understand all policies and/or bylaws that govern CEC activities.
Budgetary Allowances	The Committee shall prepare an I budget prior to February 28 to be included in the annual budget planning process and Council's consideration. The budget shall reflect the costs associated with planned community enhancement initiatives for the budget year.

Meeting Frequency	Meetings are to be held a minimum of quarterly. The Committee can agree to a more frequent meeting schedule or additional meetings may be called as determined by the Chair.
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Approved By Council: